

LIBRARY PROCEDURES UNTIL THE END OF TERM 2



THE LIBRARY SPACE

The library will be open before school at 8:30am, during Recess and Lunch, and briefly after school.

Cleaning of tables will occur after recess, lunch and at the end of the day.

Students and staff will be asked to use the sanitiser when they enter and leave the library.

Students and staff will be asked and reminded to practice social distancing when in the library.

There are distance markings at the front desk and photocopier.

Students must NOT sit at or use the library computers; they may bring their own laptop to use in the library.

The library will have a limit of 30 people at any one time, at that point the door will be closed and students will be asked to wait patiently outside.

Only 2 students will be allowed to sit at each table and must not gather in groups anywhere in the library or at the front desk.

Library Monitors will not be working at the moment.

There will be no games available for use in the Library or to borrow.

BOOK RETURNS AND BORROWING

Book returns will be placed in a trolley and 'isolated' for three days, these will then be returned out of names, wiped, and shelved.

Students will not be able to browse the shelves.



Students should use the **Oliver Library Resources** link on Compass to browse the collection and select the book(s) required to borrow then put a *Reservation* on them.



Students will need to be logged in to enable reservations.
Please see Ms. FitzGerald for assistance if needed.

At the end of each day Library Staff will find the books, put them in your name, and have them ready for pick up from the front desk - a "**click and collect**" system.

The books will be held for 1 week then returned to the shelves if not collected.

No laptops or other equipment will be loaned out from the Library for the rest of Term 2.

Students are expected to bring their own, fully charged device, every day.

Speak to the school if you have questions about BYOD or you wish to discuss a laptop loan.

Class teachers will have access to the Ipad sets; These will be wiped with disinfectant cloths before returning to the library.

No Class Sets will be lent for the rest of Term 2.

READING ROOM

The Reading Room will be closed for the rest of Term 2.



All of these procedures will be reassessed at the start of Term 3.

Thank you